

CLASSIFICATION SPECIFICATION FOR: ASSISTANT CIVIL ENGINEER

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

POSITION SUMMARY

Under direction perform engineering work of moderate to considerable difficulty in conjunction with public works projects and private developments. Depending upon assignment, work is performed under general supervision or independently with review primarily for results obtained. Incumbents may direct the work of other personnel on a periodic or project basis.

DISTINGUISHING CHARACTERISTICS

This is the Journey-level in the professional engineering series. It is distinguished from the lower class of Junior Engineer through the complexity of projects assigned, the technical knowledge that must be possessed and the judgement which must be exercised.

It is distinguished from the higher class of Associate Engineer in that the latter performs more complex projects, has ongoing supervisory responsibilities and requires State registration as a Civil Engineer

ESSENTIAL FUNCTIONS STATEMENTS Essential responsibilities and duties may include, but are not limited to, the following:

1. Assistant Engineer position may perform any of the duties set forth in the class specifications for Junior Engineer and for sub-professional engineering and engineering inspection classes.
2. Serve as lead or project engineers on assigned public works improvement programs or independently undertake a project of moderate to considerable complexity.
3. As required, review the accuracy and completeness of work performed by personnel in lower classifications in such areas as estimates, the review and checking of plans and maps and preparation of reports.
4. May direct the work of personnel in lower classifications on a periodic or project basis.
5. Performs related duties and responsibilities as required.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Bachelor of Science Degree in Civil Engineering, or related engineering discipline from an accredited college or university.
- Two years of experience in public sector engineering, preferably at the municipal government

level.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of public sector (municipal) engineering.
- Methods, materials and techniques used in the design and construction of public works improvements.
- Laws and regulations pertaining to land development activities.
- Applicable laws, regulations and policies.
- Modern computer programs used in professional and technical offices.
- Basic principles of supervision.

Ability to:

- Design public works improvement projects and prepare plans, specifications and cost estimates.
- Conduct engineering studies and surveys.
- Accurately review engineering plans, specifications, maps, and computations.
- Direct the work of other personnel.
- Prepare concise reports and presentations.
- Communicate in English effectively, both verbally and in writing.
- Maintain effective working relationships with those contacted in the course of work.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Possession of a valid State of California Class C driver's license.

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting for prolonged periods of time; repetitively use fingers and/or wrists while twisting or applying pressure; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

WORK ENVIRONMENT

Employees work in a computerized office environment, in direct contact with other Town personnel, contractors, and the public, and handle documents, large engineering drawings and plans.

FLSA: Non-exempt

PROPERTY INTEREST:

Classification is represented by the Town Employees Association.

#